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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D C 20350-1000

SECNAVINST 5100.10G
ASN(S&L)
15 December 1989

SECNAV INSTRUCTION 5100.10G

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY POLICY FOR SAFETY, MISHAP
PREVENTION AND OCCUPATIONAL HEALTH PROGRAMS

- Ref:
- (a) DOD Instruction 6055.1, "Department of Defense Occupational Safety and Health (OSH) Program," 26 Oct 84 (NOTAL) (R)
 - (b) DOD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," 29 Mar 79 (NOTAL)
 - (c) DOD Instruction 6055.4, "Department of Defense Traffic Safety Program," 25 Aug 88 (NOTAL) (R)
 - (d) DOD Instruction 6055.5, "Industrial Hygiene and Occupational Health," 10 Jan 89 (NOTAL) (R)
 - (e) DOD 6055.5-M, "Occupational Health Surveillance Manual," Jul 82 (NOTAL)
 - (f) DOD Instruction 6055.6, "Department of Defense Fire Protection Program," 1 Aug 88 (NOTAL) (R)
 - (g) DOD Instruction 6055.7, "Mishap Investigation, Reporting and Recordkeeping," 10 Apr 89 (NOTAL) (R)
 - (h) DOD 6055.7-M, "DOD Fire Incident Reporting Manual," Feb 84 (NOTAL)
 - (i) DOD Instruction 6055.8, "Occupational Radiation Protection Program," 31 MAR 89 (NOTAL)
 - (j) DOD Instruction 6055.9, "The DOD Explosives Safety Board," 25 Nov 83 (NOTAL)
 - (k) DOD Instruction 6055.11, "Protection of DOD Personnel from Exposure to Radiofrequency Radiation," 20 Aug 86 (NOTAL)
 - (l) DOD Instruction 6055.12, "DOD Hearing Conservation Program," 26 MAR 91 (NOTAL)
 - (m) DOD Directive 6055.13, "Transportation Accident Prevention and Emergency Response Involving Conventional DOD Munitions and Explosives," 27 May 88 (A)
 - (n) DOD Instruction 4145.26, "DOD Contractors' Safety Requirements for Ammunition and Explosives," 19 Jul 85 (NOTAL)
 - (o) DOD 4145.26-M, "DOD Contractors' Safety Manual for Ammunition and Explosives," Mar 86
 - (p) SECNAVINST 5211.5C, "Personal Privacy and Rights of Individuals Regarding Their Personal Records," 4 Dec 81
 - (q) SECNAVINST 5720.42D, "DOD Freedom of Information Act Program" of 4 Dec 87



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- (r) DOD Military Standard 882B, "System Safety Program Requirements," of 30 Mar 84
- (s) DOD Instruction 5000.36, "System Safety Engineering and Management," 14 Apr 86 (NOTAL)
- (t) Title 5, United States Code, Chapter 71 (Supp. III 1979)
- (u) Executive Order 12344, "Naval Nuclear Propulsion Program," 1 Feb 82

Encl: (1) DOD Occupational Safety and Health Protection Program Poster, DD 2272 (Feb 1987)

1. Purpose. To implement references (a) through (u) and to provide policy and assign responsibility for the Department of the Navy safety, mishap prevention, and occupational health programs afloat and ashore, including guidance on related investigations, reporting and recordkeeping.

2. Cancellation. SECNAV Instruction 5100.10F.

3. Policy

a. Safety and occupational health are inherent responsibilities of command. The Department of the Navy safety and occupational health programs shall be implemented for the Secretary of the Navy (SECNAV) through the Assistant Secretary of the Navy (Shipbuilding and Logistics) and the appropriate chain of command. The necessary responsibilities shall be clearly assigned at all supervisory echelons including the first line supervisor. Performance evaluations shall reflect personal accountability in this respect, consistent with the duties of the position, with appropriate recognition of superior performance, and conversely, adverse notation or administrative action, as appropriate, for deficient performance.

b. All Navy and Marine Corps commands shall establish, fund and maintain programs, consistent with references (a) through (u), to protect all civilian and military personnel from work-related mishaps, injuries and illnesses. However, under paragraph B2 of reference (a), exemptions or exceptions from Department of Labor (DOL) oversight are authorized for:

(1) Military personnel, military equipment, systems and operations which are unique to the national defense mission such as:

(a) Military aircraft and ships including submarines, missiles and missile sites, early warning systems, military space systems, artillery, tanks, tactical vehicles.

(b) Operations involving such military equipment or systems, including field maneuvers, naval operations, and military flight operations.

(c) Associated research test and development activities.

(d) Actions required under emergency conditions.

(2) Operations subject to mandatory safety standards deriving from separate, specific statutory authority; and

(3) Overseas workplaces where status of forces agreements specify different standards.

c. Per reference (a), Occupational Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSH) officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of all Department of the Navy workplaces except: military unique workplaces, as defined in reference (a), nonmilitary unique workplaces that are staffed exclusively with military personnel, and for specific conditions that are governed by other statutory authorities.

d. Department of the Navy activities shall maintain programs to comply with the prevention, investigation (including all mishaps of severity classifications A, B or C as defined in reference (q)), record keeping and reporting requirements outlined in references (a) through (o). (R)

e. Department of the Navy activities shall implement the instructions regarding organization, inspection and abatement procedures, standards, and safety and health councils, published in reference (a), in a manner consistent with paragraph 3a.

f. Department of the Navy activities shall emphasize an awareness of good safety and health practices among all personnel, both civilian and military. To this end, the following are necessary:

(1) Safety and health hazards shall be identified, evaluated and controlled.

(2) Consistent, meaningful occupational health surveillance programs, both medicine and environmental, shall be implemented by the medical department to ensure that controls adequately protect the health of personnel.

(3) Personal protective equipment, appropriate to the work situation, shall be provided at government expense, per

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reference (a). In cases where prescribed personal protective equipment is not properly used, management should take disciplinary action as a corrective measure against the offender and the supervisor, as appropriate.

(4) Placarding and labeling shall be provided in each workplace to indicate the safety and health hazards present and the personal protection measure(s) required.

(5) Reporting of suspected cases of occupational illness to the responsible medical department shall be encouraged on the part of all personnel.

g. Safety and occupational health precautions shall be integrated into training and indoctrination programs and into technical and tactical publications and appropriate check-off lists consistent with guidelines issued in reference (a). Special training programs for military unique situations within the Department of the Navy shall also be established by the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC), as appropriate.

h. Maintain an aggressive safety program to prevent accidents involving the transportation of Defense munitions and explosives, and to minimize the damaging effects of such accidents when they occur as well as respond as quickly as possible when alerted that a transportation accident, involving Defense munitions or explosives, requires Department of Defense response to protect Defense interests or to safeguard the public.

i. System Safety Management and Engineering principles of references (r) and (s) shall be applied to the acquisition of systems and facilities. System safety programs shall be maintained throughout the life-cycle as required by references (b), (k) and (s). A safety assessment report will be prepared prior to each major acquisition milestone using reference (r) guidelines to support the independent safety assessment. Periodic safety reviews will be held throughout the life of the system or facility with the program or facility manager, system safety and user personnel to assist in identifying safety problem areas and proper solutions. Ensure that system safety personnel are properly trained and encourage key system safety personnel to seek certification by an independent agency (e.g., Board of Certified Safety Professionals) in their functional area. To assure the system safety goals and objectives are met in the acquisition process, an independent safety assessment shall be performed as part of the in-house Department of the Navy System Acquisition Review Council (DNSARC) reviews at Milestones I, II and III. The goal of the system safety program is to increase operational readiness by reducing the likelihood of mishaps and

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unnecessary expenditures of funds to correct hazards identified after deployment. This is to be accomplished through primary management emphasis on the identification, evaluation, and elimination/control of hazards prior to production/construction and deployment. Ensure system safety performance goals and objectives are established which are consistent with other program goals and objectives. Formally plan and execute system safety programs to reflect proper funding, man loading, scheduling of activities, appropriate and mandated safety design standards and criteria, safety testing, hazard tracking and close-out procedures, hazard analysis, coordination, and review and oversight procedures.

4. Objective. To establish and maintain effective, aggressive and centrally directed safety and occupational health programs which:

a. Are staffed by technically qualified safety and occupational health personnel, as defined by Office of Personnel Management (OPM).

b. Enhance operational readiness by reducing to the minimum injuries, illnesses, deaths and property damage due to mishaps and/or fire.

c. Establish uniform procedures to evaluate safety and health risks associated with exposure to chemical, physical, and biological stresses in Navy workplaces, using workplace monitors to the maximum extent feasible.

d. Create and maintain safe and healthful working conditions for Navy civilian and military personnel by correcting facility deficiencies to the maximum practicable extent per program and budget guidance.

e. Emphasize an awareness of good safety and health practices among all personnel, both civilian and military.

5. Applicability and Scope. These programs apply to all Department of the Navy civilian and military personnel, ashore and afloat. Per paragraph B3 of reference (a), these programs apply to government-owned, contractor-operated facilities only if they involve: (a) the occupational safety and health of Department of Defense personnel; and (b) with respect to the contractor's employees, only those specific occupational safety and health matters over which the Department of Defense exercises statutory authority per the provisions of enclosure (4) of reference (a). In all other matters affecting the safety and health of the contractor's employees, the contractor is responsible directly to OSHA.

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6. Action. Responsibility for ensuring the Department of the Navy's compliance with references (a) through (o) and enclosure (1) rests with SECNAV.

a. The Assistant Secretary of the Navy (Shipbuilding and Logistics) is the designated safety and occupational health official for the Department of the Navy and shall establish, maintain and modify, as appropriate, safety and occupational health programs which implement the requirements of Department of Defense policy issuances to provide protection for both civilian employees and military personnel. Such programs shall ensure:

(1) Development of implementing directives, as necessary, to assist the Secretary of Defense in carrying out their responsibilities.

(2) Appropriate planning, programming, qualified staffing and budgeting to meet the requirements of the Navy safety and occupational health programs. The priority for correction of specific deficiencies shall be directed to those workplaces shown to be the most hazardous based upon statistical analyses of accident, illness, injury and compensation data.

(3) Establishment of policy and procedures for preventing transportation accidents involving conventional munitions and explosives and, in the event an accident does occur, to ensure proper emergency response measures are followed.

(4) With the assistance of the Deputy Assistant Secretary of the Navy for Civilian Personnel Policy and Equal Employment Opportunity, or a designee, consultations are held with labor organizations holding national consultation rights relating to DON safety and occupational health programs.

(5) The requirements for consultation with civilian employee representatives on safety and occupational health matters are implemented throughout the Department of the Navy per the Navy program for national consultation for labor organizations.

(6) Action is taken during the acquisition process to include system safety management and engineering principles and assure an independent safety assessment is performed during the DNSARC and Military Construction Program reviews per references (b), (k), (r) and (s).

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b. Chief of Naval Operations. The CNO in support of the SECNAV's programs and in coordination with the CMC with respect to matters of mutual concern, and except as provided in subparagraph 6c, shall:

(1) Issue appropriate directives and ensure implementation by all commands, activities and personnel.

(2) Establish appropriate planning, programming, qualified staffing and budgeting to meet the requirements of reference (a).

(3) Issue criteria for records maintenance and provide to the Assistant Secretary of the Navy (Shipbuilding and Logistics) all reports required by the Department of Defense Management Information System (MIS) in a manner conforming with references (b), (g), (o) and (q). These criteria shall ensure:

(a) The development of reporting and recording procedures to provide meaningful statistics concerning accidents, injuries and occupational illnesses in order to evaluate the effectiveness of the programs. Close coordination between safety offices, personnel departments and medical personnel working workers' compensation cases is essential.

(b) A lower internal DON reporting threshold is considered for shore activity Class C mishaps, as defined in reference (g), than for afloat commands.

(c) A register of personnel occupationally exposed to chemical substances and other hazardous physical or biological stresses, as deemed appropriate by the Naval Medical Command, is maintained.

(d) Employees, or their designated representatives, have access to workplace records regarding individual exposures.

(e) Medical records are maintained, upon termination of employment, per paragraph F6a(1) of reference (d).

(f) Industrial hygiene workplace monitoring and survey records are kept at least 40 years per reference (d).

(g) Cross-reference linkages among employment records, medical records and industrial hygiene surveillance data can be developed and implemented as rapidly as possible.

(h) DON activities shall identify buildings, structures, storage areas or other facilities in which radioactive materials (excluding nuclear weapons) are located and establish records to reflect the location and nature of such materials as specified in reference (i), paragraph F6b.

(4) Conduct appropriate research and development to preclude occupational exposures from degrading an employee's health status or work performance.

R) (5) Develop a program providing for at least annual formal inspections of all workplaces of civilian and military personnel, including notification provisions to employees of inspection results per reference (a). High risk work areas shall be inspected at least annually, preferably semi-annually, or more often if necessary. Oversight inspections shall also be conducted at least triennially to ensure the implementation of the program is accomplished as required by reference (a). Develop a program providing for periodic occupational health surveillance of both personnel and their working environments per reference (d).

(6) Provide for job-related medical support such as immunizations and emergency medical treatment per reference (d) guidance.

(7) Provide assistance as needed to maintain and periodically update reference (e).

(8) Ensure personnel are aware of the formal procedures to process written reports of unsafe or unhealthful working conditions. To facilitate informing personnel, enclosure (1) shall be posted in conspicuous locations within Navy workplaces where civilians are employed ashore. Procedures for reporting unsafe conditions shall include provisions to preserve individual anonymity when requested. Employees should be encouraged to make beneficial suggestions as a positive means of correcting potential hazards.

(9) Develop procedures providing for the prompt investigation of reports by civilian and military personnel and others of unsafe or unhealthful working conditions, and to ensure corrective action is taken where appropriate, within the time intervals stipulated in reference (a).

(10) Ensure that all civilian and military personnel receive thorough and continuing orientation and training in safety and occupational health consistent with their workplace environments, per the instructions issued under reference (a), and references (c) through (o) and with particular emphasis

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directed to the improvement of hazard awareness and reduction of accidental injury and property damage. Programs should include information applicable to the specific needs and responsibilities of the following groups: non-supervisory personnel, first-line supervisors, representatives of civilian employees, commanding officers and other senior managers, as well as for collateral duty safety and occupational health personnel. An adequate number of up-to-date audiovisual aids in the film libraries is an essential element. Records shall be maintained of all safety and occupational health training conducted.

(11) Ensure the establishment of safety and occupational health committees or councils per policies established per reference (a).

(12) Ensure full cooperation of all echelons in support of Field Federal Safety and Health Councils and in coordinating mutually beneficial accident prevention and safety programs with local communities to the maximum extent feasible under reference (p) and other applicable laws and regulations.

(13) Ensure the designation of appropriate officials to consult with representatives of labor organizations holding recognition under reference (t) with respect to safety and occupational health programs.

(14) Ensure employees are aware that they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthful working conditions. Ensure prompt, impartial investigations of reprisal allegations and appropriate administrative or disciplinary action is taken when reprisal allegations are substantiated.

(15) Ensure compliance with the requirements of references (r) and (s) and with other applicable Federal Agency safety and health standards or criteria in the procurement of military systems, subsystems, equipment, and related facilities. Ensure that proposed design changes, modifications and procedures do not degrade the inherent safety of a system, subsystem, facility, and associated equipment. (A)

(16) Develop and implement a system safety program to support all phases of the system life-cycle beginning with the engineering development through the acquisition process, including an independent assessment/review capability during the in-house acquisition reviews at Milestones I, II and III and during the Military Construction Program review.

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(17) Identify system safety criteria and technology appropriate for incorporation into updated instructions, specifications, standards and handbooks for various classes of systems and facilities.

(18) Identify safety concerns and benefits of emerging technology, such as composite materials, flight incident recorders and computer software, and disseminate this information to applicable offices and users.

(19) Establish and maintain a formal hazard tracking system to ensure that significant hazards identified during system safety program reviews are properly documented, tracked and resolved per reference (s). Ensure that the hazard log generated is passed to the respective new program managers.

(20) Ensure adequate fire protection programs are established, staffed, as well as equipment and training provided, per reference (f).

(21) Act as the executive agent to maintain and update periodically the DOD Fire Incident Reporting Manual, reference (h), per reference (f).

(22) Prescribe procedures and assign responsibilities for preventing accidents involving transportation of conventional munitions and explosives; and develop procedures for responding as rapidly as possible when alerted that such a transportation accident has occurred to protect Department of Defense interests and to safeguard the public. Actions shall be taken to prevent loss of life, injury and property damage; to maintain security; and to minimize public inconvenience consistent with the reference (m) DOD policy to "help first and solve institutional issues later."

(23) Ensure a comprehensive Navy traffic safety program is developed and maintained per reference (c). Special emphasis shall be placed on occupant restraint device use programs.

(24) Ensure the development of an effective, coherent off-duty safety program, involving sports, home related hazards, water sports and activities, etc.

(25) Ensure a comprehensive Navy Weapons and Explosives Safety Program is developed and maintained per reference (j). Special emphasis shall be given to combat system safety, lithium battery safety, the mandatory use of standard operating procedures for explosives operations, qualification and certification of explosive workers, and certification of equipment that is used in explosives operations.

(26) Ensure risk management techniques are applied in the planning of all readiness training to ensure training is realistic, but does not exceed an acceptable level of risk for a noncombat situation per reference (a). Risk decisions must be at the appropriate level of command based on the level of risk, hazard involved, exposure and worst case scenario.

(27) Develop contingency plans and organizations to ensure the expeditious evaluation of requests from defense contractors for variations, tolerances and exemptions to any safety or health provision of Public Law 91-596 (Occupational Safety and Health Act), as may be necessary, to avoid serious impairment of mobilization efforts during times of national emergency per reference (a). These plans and organizations shall be developed for each of the following conditions:

(a) The present variations, tolerances and exemption procedures specified in Section 16 of the Occupational Safety and Health Act.

(b) The premise that the review and approval authority of Defense contractors' requests for variations, tolerances and exemptions will be transferred from the Secretary of Labor to the Secretary of Defense, and the requirement for a hearing is waived.

c. Commandant of the Marine Corps. The CMC in support of the SECNAV's programs, and in coordination with the CNO with respect to matters of mutual concern, shall, for areas within the Commandant's responsibilities, perform the same duties assigned to the CNO in paragraph 6b of this instruction except for those covered by subparagraphs 6b(6), (7) and (17).

d. Director, Naval Nuclear Propulsion Program. Per reference (r), the Director, Naval Nuclear Propulsion Program is responsible for the safety of reactors and associated naval nuclear propulsion plants, and control of radiation and radioactivity associated with naval nuclear propulsion activities, including prescribing and enforcing standards and regulations for these areas as they affect the environment and the safety and health of workers, operators and the general public.

7. Form. DD 2272 (Feb 87), S/N 0102-LF-002-2721, DOD Occupational Safety and Health Program Poster, is available through normal Navy supply channels per NAVSUP P-2002.

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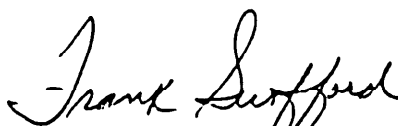
8. Reports. The reporting and recordkeeping requirements of this Instruction have been assigned the following Interagency and Internal Report Control Symbols and are approved for three years only from the date of this instruction:

a. Interagency Report Control Symbol 1146-DOL-XX(5100) has been assigned for the DOD mishap reporting requirements of reference (g).

b. Report Control Symbol DD-FM&P(AR)1765(5100) has been assigned for the DOD fire reporting requirements of reference (f).

c. Internal Report Control Symbol DD-FM&P(AR)1020(5100) has been assigned for reporting Selected Explosive and Chemical Agent Mishaps to the Defense Explosive Safety Board as required by reference (g).

9. Records Disposition. For each class of record generated per this instruction, apply the appropriate records disposition standard of SECNAVINST 5212.5B and SECNAVINST 5212.5C.



FRANK W. SWAFFORD

By Direction of the Secretary of the Navy

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DEPARTMENT OF DEFENSE SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM



THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, EXECUTIVE ORDER 12196 AND 29 CFR 1960 REQUIRE THE HEADS OF FEDERAL AGENCIES TO ESTABLISH PROGRAMS TO PROTECT THEIR PERSONNEL FROM JOB SAFETY AND OCCUPATIONAL HEALTH HAZARDS.

1. THE DEPARTMENT OF DEFENSE (DOD) DESIGNATED AGENCY SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS THE ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL).

2. THE _____
DOD COMPONENT

DESIGNATED SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS

TITLE ADDRESS

3. THE _____
NAME OF INSTALLATION/FACILITY
SAFETY AND OCCUPATIONAL HEALTH DESIGNEE IS

NAME/TITLE

4. THE _____
NAME OF INSTALLATION/FACILITY
SAFETY POINT OF CONTACT IS

NAME TELEPHONE NUMBER

5. THE _____
NAME OF INSTALLATION/FACILITY
OCCUPATIONAL HEALTH POINT OF CONTACT IS

NAME TELEPHONE NUMBER

NAME OF INSTALLATION/FACILITY

HAS THE RESPONSIBILITY TO:

1. COMPLY WITH APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA/DOD/DOD COMPONENT SAFETY AND OCCUPATIONAL HEALTH STANDARDS.
2. SET UP PROCEDURES FOR SUBMITTING AND RESPONDING TO EMPLOYEE REPORTS of unsafe and unhealthful working conditions.
3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment.
4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards.
5. ESTABLISH PROCEDURES TO ASSURE that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DOD safety and occupational health program.
6. POST NOTICES of unsafe or unhealthful working conditions found during inspections.
7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger conditions must be made immediately.
8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes, and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility.
9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.

DOD PERSONNEL HAVE THE RESPONSIBILITY TO:

1. COMPLY with all applicable OSHA/DOD/DOD component safety and occupational health standards.
2. COMPLY with _____
NAME OF INSTALLATION/FACILITY
policies and directives relative to the safety and occupational health program.
3. USE personal protective equipment and safety equipment provided by your installation/facility.
4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.

DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:

1. HAVE ACCESS to applicable OSHA/DOD/DOD component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.
2. COMMENT on alternate standards proposed by DOD/DOD component.
3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include: in order of preference: the immediate supervisor, the safety or occupational health point of contact, the safety and occupational health designee for your installation/facility, the installation/facility commander, the safety and occupational health designee for your DOD component, the safety and occupational health designee for DOD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DOD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured.
4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DOD safety and occupational health program.

OTHER INFORMATION:

1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous worksite condition, he/she will insure an inspection of the worksite and he/she will report the results of the inspection in writing to the worker making the report.
2. Inspector General channels may be used to investigate complaints from either DOD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DOD civilian personnel, allegations of reprisal may also be initiated by them in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures.
3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster.
4. How well you carry out your safety and occupational health responsibilities will be an important factor in the success of the program.

Enclosure (1)